



1. Log into your LVIS account.
2. Click on *Start An Application* on the left-hand side.
3. Click the green “Renew, Convert or Professionalize my license” box.
4. Select *Teacher*.
5. Select *Charter License*.
6. Click *I have a 2 year license*.
7. Click *Renew a 2 year license*.
8. Click *Third renewal*.
9. Click *Third renewal with content exam*.
10. Click *Add Instructional Content Area(s)*.
11. Click either of the following depending on what area you are adding:
 - a. Add with Exam Only, or
 - b. Add with Coursework and Exam.
12. Click *Start Application*.
 - a. Select the license you wish to renew.
 - b. If you are needing your highest degree updated, select yes or no.
 - c. **Those adding coursework and an exam:** Click *Add Recommending Instruction Entry*. Select the state.
 - i. If Indiana, select Indiana College/University.
 - ii. If out-of-state, type in the name of the college/university.
 - iii. Click *Add* to save Recommending Institution Entry.
 - d. Answer the *Teaching Experience* survey question.
 - e. Answer remaining questions. Upload required documentation, if requested.
 - f. Click *Continue*.
13. Please select the area you are adding to your license.
 - a. Click *+Create* in the upper-right corner of the table with content areas.
 - b. Select *Grade Span*.
 - c. Select *Licensing Area 1*.
 - d. Select *Licensing Area 2* (if required for fine arts or career and technical education [CTE] areas).
 - e. If you cannot find what you are looking for, please view the common term dictionary.
 - f. Click *Submit*.
 - g. If you are adding more than one area, then please repeat for all areas.
 - h. Once the area(s) have been selected, click *Save & Continue*.
14. Upload the required documentation. Click *Continue*.
15. This next page reviews the application. If you have everything completed, you will be able to click *Submit Application*. Missing materials will be identified in red.
16. Click the brown button *Make Payment*. You may also edit or remove details if required.
17. Select the circle next to the *Payment Number* for all payments you are making. You may wait and submit more applications if you are submitting multiple and pay for them in the same transaction. Click *Start Payment Transaction*.



18. You will be transferred temporarily to the NIC Payment Portal. Please Fill out billing information.
19. Click *Submit Payment*.
20. You will be transferred back to LVIS and will be able to view your Payment Receipt. Please capture this for your records.
21. Click *Submit*.

To check the status or return to your application, click "Application Status" on the left-hand side when you are in your [LVIS](#) account.

- 'In Process' applications are those that have been started but not submitted and paid for. You may edit these applications.
- 'Advisor Review' applications are those that have been submitted, paid for, and are with the recommending institution to review. These should be all renewals with in-state coursework.
- 'DOE Review' applications are those that have been submitted, paid for, and are with the IDOE to review. These should be all renewals with out-of-state coursework.
- 'Waiting on Documentation' means that there is something missing from your application and more information is required. Please check your email for details as one has been sent to you.